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Deputy Director

12 March 1948

Exec. for Adm and Acting Exec. for I&S

Inspection functions of the Executive for I&S

1. After careful study and consideration of the problem of inspection functions as directed by the Deputy Director, the Executive for Inspection and Security and the Executive for Administration and Management have agreed upon the following statement of responsibilities which we feel should be delegated to the Executive for I&S covering the implementation of his inspection function.

"a. (1) Make special inspections and investigations of CIA activities and report findings as specifically directed by the Director.

"(2) Continuously ascertain the effectiveness of the results of CIA collection and production operations through contact with using agencies, and make recommendations for the improvement of such operations.

"(3) Take similar action in connection with other CIA central services established to meet interdepartmental needs.

"(4) Continuously inspect the utilization, maintenance, accountability for and disposition of CIA property, equipment and supplies, to include evaluation of the procurement program.

"b. (1) In carrying out the functions stated in a (2), (3), (4) above, the Executive for Inspection and Security will provide for close coordination with the heads of the activities inspected and will endeavor to arrange for correction of any noted deficiencies directly with such officials. Where direct corrections are made, he will maintain an appropriate record in his office without formal report to the Executive Director, unless in his judgment such report is necessary for the information of the Director.

"(2) In those cases where the responsible official fails to take appropriate corrective action within a reasonable period, cannot take corrective action with means at his disposal, or does not agree that a deficiency exists, the Executive for Inspection and Security will make an appropriate report and recommendations to the Executive Director for the information of and action by the Director. In such cases, a copy of the report will be furnished by the Executive for Inspection and Security directly to the responsible official concerned.

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"c. Unless otherwise specifically directed by the Director under the provisions of paragraph a(1) above, the functions of the Executive for Inspection and Security will not include any responsibility for the development and/or change in organizational structure, functional responsibilities, personnel utilization and requirements, and problems of administrative management, which have been separately allocated to the Executive for Administration and Management."

2. The functions recommended above conflict, to some extent at least, with currently established functions of other CIA activities as quoted below.

a. ICAPS

"Maintains constant liaison with other agencies for the purpose of advising the Director of their reactions to CIA and inter-agency activities."

b. Office of Collection and Dissemination

"Determines whether collection and dissemination accomplished by CIA action has been adequate to satisfy the requirements of authorized agencies."

"Conducts necessary investigations and renders reports on the adequacy of CIA intelligence material disseminated..."

3. Recommendation--

a. Approval of the overall statement of responsibilities included in paragraph 1 above for planning purposes.

b. Immediate implementation of only those responsibilities which do not conflict with currently stated functions of other CIA activities as indicated in paragraph 2 above.

c. Implementation by I&S of balance of statement of responsibilities at such time as listed conflicts are resolved through final action on reorganization plans now being prepared for implementation at a later date.

d. Immediate revision of instructions contained in memorandum dated 23 September 1947 for all Assistant Directors and Chief, ICAPS, Subject: Staff Surveys of Activities of CIG and Progress Reports, copy of which is attached.

/s/
[Redacted]
Acting Exec. for Inspection and Security

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Executive for
Administration and Management

Encl.
Cy memo dtd 23 Sept 47

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